



**INDIANA COMMISSION ON COMMUNITY SERVICE & VOLUNTEERISM**  
**Meeting Minutes**

June 14, 2006  
10:00 AM – 3:00 PM

**Indiana Government Center South**  
**302 W. Washington Street**  
**Conference Room 17**  
**Indianapolis, Indiana**

Commission Chair David Reingold began the meeting at 10:20 advising that because there were parking issues, the roll call would be postponed until after the arrival of other commissioners in order for there to be a quorum.

Executive Director Paula Parker-Sawyers advised the board about a letter received from John Banks, Executive Director for Habitat for Humanity of Indiana, reference the minutes of the April 12<sup>th</sup> ICCSV Commission Meeting. Mr. Banks and Cindy Goedesky (Indiana HabiCorps Program Director) were in attendance. Commission Chair Reingold stated the voting of the acceptance of the April 12<sup>th</sup> minutes would be discussed when a quorum was present because the board would have to decide how to handle this matter. Jim Perry also advised the spelling of Paul Schrader and Michael Berning's names needed to be corrected.

Executive Director Paula Parker-Sawyers discussed the Executive Director's Report. The first item discussed was the North Central Cluster Multi-State Commissioner Meeting which would be held in Omaha, Nebraska on August 8<sup>th</sup> – 10<sup>th</sup>, 2006. This conference is designed for commissioners only. Ms. Parker-Sawyers advised since this conference was not scheduled at the time that the Administrative budget was submitted to CNCS, funds are limited to support this activity. There are a few dollars available to help cover the total cost of those interested in attending. Commissioners were advised to review the materials, check their calendars and determine if they were interested in attending. If interested, Commissioners should advise OFBCI and staff will review the budget and determine the amount of financial assistance available to support their participation..

The Faith-Based Organizations and National Service report created by VISTA member John Rentsch for Indiana was shared with the Commission. Ms. Parker-Sawyers indicated it was a way of letting them know how many faith-based organizations in Indiana were participating in National Service Programs last year. A number of counties are engaged and this report gives a good look at national service in Indiana. The recent joint press release by OFBCI and the Department of Education was mentioned. Ms. Parker-Sawyers took this opportunity to advise the board that Dave Liebel will continue

to be the face for Faith-based initiatives but will also be responsible for press releases. Dave is working with the Governor's staff to assist with media relations. These press releases will be used to disseminate information about the OFBCI, CNCS and AmeriCorps. Ms. Parker-Sawyers stated that the report was received very favorably by the State Office. Jim Perry brought to the attention of the commission the counties who don't have any volunteerism. Commission Chair Reingold added the board doesn't have a good sense of those locations where people could serve through a national service program. There are only a small number of geographic locations around the state that are covered by AmeriCorps grants and more descriptive information is needed in order to address locations in need of service.. Ms. Parker-Sawyers advised that some AmeriCorps grants have multiple sites and that OFBCI will update the map, to indicate the location of these programs. Commission Chair Reingold stated it was important for the commission to have strong partnerships within the community to help identify the need for programs/assistance.

Phyllis Kincaid asked about the outcomes received from these grants. She specifically asked about volunteering and community service. Ms. Kincaid indicated the report needed to be more specific.

Ms. Parker-Sawyers advised she would share the commission's questions with the Faith-Based Advisory Council. Ms. Parker-Sawyers suggested that the Commission and Faith-Based Advisory Council could use the data and suggestions on how to collect additional information in order to get a sense of the degree of overlap in Indiana volunteerism, as well as how to move forward and cultivate more volunteering. She also indicated two professors are conducting a survey in Marion County targeted at faith-based organizations which will hopefully serve as a baseline for the type of questions which can be answered and how to use the information collected.

Jackie McCracken advised the Commission that the Indiana Reading Corps (IRC) had not been approved to receive their competitive funding for the 2006-2007 program year. She would like to know the location of the counties where AmeriCorps programs currently serve to see if they serve rural areas as well. Ms. McCracken advised that IRC was going to appeal the funding decision and Ms. Parker-Sawyers indicated OFBCI would assist them by supplying needed information.

Ms. Parker-Sawyers indicated the ICCSV Board had been polled, via e-mail, reference their preference for 2007 meeting dates. The response was almost even, but by a margin of two votes, next years ICCSV meetings will be held on Thursdays. OFBCI will make contact with the conference center to secure a room for these meetings. Speaking of dates, Ms. Parker-Sawyers advised that the 2007 Governor's Conference on Service and Volunteerism would be held on March 12<sup>th</sup> and 13<sup>th</sup> at the Indianapolis Downtown Marriott. The 2006 conference went over very well; most importantly OFBCI more than broke even. Next year's attendance goal is 900.

Executive Director Parker-Sawyers told the Commission that a Learn and Serve, community based organization, grant was submitted for consideration. The grant, if awarded would have re-established the Indiana Youth Commission. Unfortunately, the OFBCI did not receive this grant. The competition field was 214 grant applications, only 15 grants were awarded. The Department of Education did not receive a Learn and Serve Competitive Funding grant either. Ms. Parker-Sawyers indicated the school based programs seemed to have been awarded primarily in the west and several tribal

organizations received a large number as well as a consortium on the east coast. It appeared as though the Midwest received fewer grants proportionately. However, Purdue University was awarded a community based grant.

Louis Lopez stated the competition was very strong and almost all of the community based organizations receiving the grant were multi-state. Ohio, Illinois and Michigan Campus Compact did not receive funding either. Commission Chair Reingold stated the Learn and Serve budget is being gradually eroded. He further indicated the need for our own internal collaboration as well as across state lines with people who have similar programs and projects.

Cecelia Johnson-Powell, Carey Craig and Paula Parker-Sawyers will be attending the national CNCS conference in Seattle. Commission Chair Reingold will also be attending. The state of Indiana will have a nice representation as this will be a wonderful opportunity for networking and future collaboration.

The Summer Associate VISTAs are working on anti-property initiatives and are helping ICHDA in documenting the number of homeless in several counties and the number of community services available to the homeless. The HUD grant the state receives for Continuum of Care has not been as strong in the dollar amount received because Indiana has not had this documentation. These VISTAs are working on this program to push the state forward.

Ms. Parker-Sawyers indicated that either Cecelia Johnson-Powell or Erin Wright will be participating in the Multi-State Program Directors Conference in Michigan. OFBCI is also participating in the formation of the conference as well as working on the agenda to insure the usefulness of the conference for all participants.

In conclusion to the Executive Director's report, Paula advised that Kim Springer, Training Director, resigned in May and OFBCI will fill this position later in the summer.

Commission Chair Reingold discussed a letter from Paul Schrader which was very complimentary of everyone. He thanked the OFBCI for their efforts. "Indiana just does it, we don't talk about it, we do it here" stated Louis Lopez. Louis Lopez also thanked OFBCI for all their efforts as well.

Phyllis Kincaid expressed concerns regarding the OFBCI having a lot of resignations lately and asked if perhaps the Commission should have a personnel policy. Ms. Parker-Sawyers advised that although the Commission is funded with CNCS dollars, the OFBCI is a state agency and thereby governed by the policies of the State Personnel Department. All of the policies are that of every state agency. She further stated with respect to the turnover OFBCI has had, it was a result of the change in administration and/or the employees' choice to leave. The Commission is welcome to look at job descriptions and state personnel procedures because we are a state entity, but that the most the board can do is comment and make suggestions. Ms. Parker-Sawyers advised that the executive director has the latitude to change job descriptions within the guidelines established by the State Personnel Department. She further informed the board that old evaluations were no longer in affect and explained that all agency employees are to have a 12 month performance plan as well as how this plan will be met and the indicators of success. Job descriptions are tied to performance expectations by three categories: does not meet, meets, or exceeds expectations.

Jim Perry brought up the question regarding committees and committee meetings. The Commission Chair and the Executive Director addressed the issue of attendance as well as how to figure out what the appropriate steps would be for commissioners who are not in attendance or participating on the ICCSV Board. One possible solution discussed was the reduction of the size of the commission. The board was asked if they had any thoughts on how to increase the number of attendees. Phyllis Kincaid indicated she did not feel her role as a commissioner is clear and the board should know what their role is and have clear structure. Is the purpose of the committee to screen grants or should there be separate committees that will make recommendations? Ms. Kincaid also asked if it would be possible to give the commissioners a chart that clearly shows how the money filters down through the commission, their role and where the money goes. She further stated in the past the commission has had committees and that nothing has happened with those past recommendations. Commission Chair Reingold stated his observation of committees was that there wasn't as much fruit coming from those efforts unlike the commission as a whole. He further indicated the board will go in the direction it has been until the commission is fully engaged otherwise the committee work would be the work of one. Belinda Munson asked why the board cannot enforce the rule of removing a member for missing two consecutive meetings unless there are extenuating circumstances. Billy Sue Smith indicated these appointments are made by the Governor and the people chosen are based on geographic location, gender, race, and a lot of forethought. Ms. Smith further stated she does not think it is the chair's total responsibility; it is either the commissioners or the Governor's responsibility to remove other commissioners. Commission Chair Reingold advised he was a little reluctant of creating a precedent of asking commissioners to vote on whether or not to remove other commissioners. The Commission was reminded about the binder they had been given about a year ago which contains many of the descriptions requested and the recommendation of the governance committee. The Commission did not address the issue of the number, quality or profile of members. A number of commissioners cannot attend because of their job or family obligations. How do you challenge a volunteer's reason for not attending when you are not paying them for their attendance? More discussion ensued in reference to the lack of committee meetings. Commission Chair Reingold stated this board has had a year of ups and downs but certainly not a year of non-accomplishment. Billy Sue Smith expressed that she came to use her expertise and to be involved in doing something. She sees the value of what the commission can do, but doesn't see that now.

Jackie McCracken advised she would like to have better communication from the Chair. Example, if there aren't any committees, why? She stated this board was different from a normal non-profit board, and would like clarifications of this Commission. Wesley Simms indicated the Commission has to be concerned about this matter perpetuating itself. The Commission consistently has to wait in order to reach a quorum for the meetings. The Commission used to ask board members to sign a statement prior to their appointment. The Commission Chair stated that he will abide by the rules of the Commission and inform the Governor of those members who have not attended meetings as required.

The official roll call was taken at 11:44 AM. Those in attendance were:

Rick Bentley	Jackie McCracken
Jack Brady	Jim Perry
Phyllis Kincaid	David Reingold
Louis Lopez	Billy Sue Smith
Amy Mendoza	Wesley Simms
Belinda Munson	

OFBCI staff members also in attendance:

Paula Parker-Sawyers	Erin Wright
Cecelia Johnson-Powell	John Rentsch
Carey Craig	Christina Mauntel
Dave Liebel	Janet Simpson

Following the roll call, last meeting's minutes were discussed. The Commissioners were given a copy of a letter, dated May 10, 2006, from John Banks requesting changes to the minutes. Mr. John Banks was present at the meeting on behalf of Richard Miller, Board President of Habitat for Humanity of Indiana. Mr. Banks advised that Habitat for Humanity of Indiana had some concerns about the application process from last year and some errors in facts were given to the Commission, and subsequently the amended recommendations were brought back to the Commission. He shared with the Commission that their grant had a \$30,000 sanction and that they were now listed as a high risk program and that this was not a fair treatment of their organization given the facts that were presented.. Habitat for Humanity of Indiana would like the record to be clear and factual. In referring to the letter dated May 10<sup>th</sup>, Mr. Banks discussed bullet point #5 of the April 12<sup>th</sup> meeting minutes, "Commission Chair David Reingold shared a complaint letter OFBCI received from a former HabiCorps member alleging that Habitat did not follow thorough on the member's worker's compensation claim." Mr. Banks stated the letter should not have been distributed to the Commission because the matter was handled on their (Habitat for Humanity of Indiana's) level. Commission Chair Reingold advised the letter was not distributed to the Commission; it was "summarized" and not read.. Wesley Simms made a motion to **amend** the minutes referenced in bullet point #5 to read that the letter was summarized; the motion was seconded by Billy Sue Smith, the motion passed.

Mr. Banks also discussed bullet point #4 of the same meeting minutes, "Louis Lopez stated that Habitat also runs a VISTA program, and the member slots have been terribly underutilized in the past. In the future, the Corporation's State Office will support Habitat with VISTAs through Horizon House, rather than directly through Habitat." Mr. Lopez reminded the Commission he isn't a voting member. He further stated Habitat for Humanity of Indiana had a VISTA last July and the VISTA had to be removed from the site because they weren't in compliance but was brought back when the organization relocated from Lafayette to Indianapolis. Habitat for Humanity of Indiana currently has an active VISTA member who is still there. Further discussion ensued from Cindy Goedesky advising when Habitat for Humanity of Indiana took over the AmeriCorps Grant there was in fact a VISTA who was placed at another site due to some compliance issues. Everything was communicated through the Habitat Mid-America Office. Habitat for Humanity of Indiana applied for a VISTA position through Habitat Mid-America and

was subsequently awarded the position. Mr. Lopez advised that he and others have tried to explain the statement and believe the statement stands as an accurate statement. Mr. Banks was encouraged to put the events pertaining to the VISTA in writing because based on the nature of the discussion this was not a complete and accurate description as indicated in his May 10<sup>th</sup> letter.

Commission Chair Reingold noted that the May 10<sup>th</sup> letter from Habitat for Humanity of Indiana would be attached to the minutes for this meeting.

A motion was made by Wesley Simms to accept the April minutes and the motion was seconded by Amy Mendoza. The motion passed.

John Banks and Cindy Goedesky left the meeting at 12:08 PM.

At the April 12<sup>th</sup> ICCSV meeting, the Commissioners voted to invite Indianapolis Housing Agency to submit a revised proposal for AmeriCorps funding for the 2006-2007 program year. Cecelia Johnson-Powell explained that IHA did as requested and submitted a much clearer, more defined proposal. A major concern of the Commission with IHA's two previous proposals was it appeared the proposed members would be utilized in staff roles. The new proposals alleviated this concern for staff. In addition, the Pre-Award Risk Assessment conducted by OFBCI staff yielded no concerns regarding IHA's organizational or fiscal capacity to manage an AmeriCorps program.

IHA's request exceeds the maximum cost per MSY of \$12,600.

There was discussion surrounding the fact that this would be another program in the Marion County area. Commissioners discussed the need to target areas of need outside the Marion County area.

Phyllis Kincaid moved and Jack Brady seconded the motion to approve Indianapolis Housing Agency for up to \$126,000 for the 2006-2007 program year. The motion passed 11-0.

Paula Parker-Sawyers described a proposed AmeriCorps program to be operated by the Indiana State Department of Health. The Corporation for National and Community Service provides opportunities for State Commissions to fund priority initiatives at the state level. The proposed program by the Department of Health, entitled the Governor's Health Corps and Community Health Educator/Lay Worker Program, would support a Governor's Initiative. This is related to the Body & Soul initiative in which OFBCI has been participating. AmeriCorps members will be dispersed primarily in Marion County but perhaps in other areas of the state to provide outreach, education, peer counseling, and referral to empower children, families, and communities to decrease health disparities with education and information regarding good nutrition and physical activity.

The Commissioners discussed the proposal and implications of funding a program of this size. Larger grants are harder to replace and sustain in the long run. This, too, is another program that will be heavily concentrated in the Marion County area.

Billy Sue Smith questioned whether funds could be allocated to support ICCSV activities. The response was no.

Executive Director Parker-Sawyers stated that OFBCI's submission to CNCS is due prior to the next ICCSV meeting. Indiana is at risk of losing part of its formula funding if it is not all committed at the time of submission. This is a chance to be proactive as opposed to reactive.

Jackie McCracken said she would need to excuse herself from voting on future decisions at this meeting due to the fact that Indiana Campus Compact was denied competitive funding for next year. Concern was raised about the sustainability plan and the impact it has on programs and the Commissioners' decision-making.

Commission Chair Reingold suggested to the Commissioners that it is time to reconsider the sustainability policy developed and approved by ICCSV. Ms. Parker-Sawyers reminded the Commissioners that at the December ICCSV meeting, the Commissioners decided to keep the policy in its current form. Mr. Reingold felt that it was important to discuss the sustainability policy with the Commission as a whole, as opposed to a committee meeting only. Phyllis Kincaid stated that committees add structure and prevent ICCSV meetings from getting "bogged down." There needs to be clarity on how meetings will be operated and the structure and function of the Commission. It was decided that before October, the sustainability policy will be reviewed and amended if needed.

Wesley Simms moved and Rick Bentley seconded the motion to support the Indiana State Department of Health's proposed program in the amount of \$250,000. The motion passed 8-0-1. Jackie McCracken abstained. Jim Perry excused himself prior to this agenda item.

Lunch @ 12:50

Meeting reconvened at 1:58 PM

Family Focused Nurturing Services, Inc. was conditionally approved for funding for the 2006-2007 program year. Based on the results of the Pre-Award Risk Assessment conducted by staff, the organization was denied funding. Wesley Simms moved and Belinda Munson seconded the motion to reverse the decision to fund Family Focused Nurturing Services, Inc. for the 2006-2007 program year. The motion passed 8-0-1. Jackie McCracken abstained.

Paula Parker-Sawyers explained that membership in the Indiana AmeriCorps Directors' Association (IADA) is no longer an allowable cost to be charged to the Corporation's share of the grant. Ms. Parker-Sawyers explained that IADA was formed due to the perceived lack of support received from the previous Commission office. A major focus of training next year will to reestablish the commitment to service, not a commitment to a "part-time job."

Oasis Christian Community Development Corporation was conditionally approved for funding for the 2006-2007 program year. Based on the results of the Pre-Award Risk Assessment conducted by staff, the organization was denied funding. Commissioners were directed to review the results of the eight Pre-Award Risk Assessment visits conducted by OFBCI staff included in the packet of materials. A copy of a blank tool and two complete reports were shared with the Commissioners.

Wesley Simms moved and Rick Bentley seconded the motion to reverse the decision to fund Oasis Christian Community Development Corporation for the 2006-2007 program year. The motion passed 8-0-1. Jackie McCracken abstained.

Paula Parker-Sawyers announced that the YWCA of Gary formally requested an appeal related to the final funding decision for the 2006-2007 program year. Based on the results of the Pre-Award Risk Assessment conducted by OFBCI staff, the YWCA of Gary was denied their request for funding. The organization did not appear to have the fiscal capacity to support the grant.

Phyllis Kincaid moved and Rick Bentley seconded the motion to support the staff's recommendation to not fund the YWCA of Gary and to deny the organization's reconsideration request. The motion passed 8-0-1. Jackie McCracken abstained.

The Commissioners requested that the YWCA of Gary be informed that ICCSV recognizes that the need in the Gary area is great and to encourage the organization to apply in the future when their fiscal health is in better shape.

Executive Director Parker-Sawyers advised that out of the total dollar amount available, \$1,815,610.00, the Commission has awarded \$1,705,819.00 which leaves \$109,791. With the \$109,791 remaining, there are three choices for uncommitted funds. They are; 1) divide the funds evenly among five new grantees (approximately \$22,000 per grantee); 2) reserve funds for development in specific geographic areas; or 3) reserve funds for program development in alignment with one of the Corporation's strategic priorities. The four Corporation priority focus areas identified in the 2005 five-year CNCS Strategic Plan are: Building the supply line for American's Armies of Compassion; Ensuring a brighter future for all of America's youth; Engaging students in their communities; and engaging baby boomers in their communities. The Commission in the past has handled additional surplus as planning grants. However, there is an implied assumption that at the end of the planning grant period there will be funds available for an operating grant. This isn't always the case. Because of the way OFBCI does the funding, everything approved thus far is a three year grant. Executive Director Parker-Sawyers indicated if the option to reserve funds for program development with one of the Corporation's strategic priorities was chosen, a RFP will be sent out advising funds are available for those targeted areas. However, the National office may not hold these funds since they are not currently committed. The first option of dividing the funds evenly among five new grantees is the only one to guarantee the funds stay in Indiana and are not rescinded.

Ms. Parker-Sawyers informed the board that \$822.9 million was approved from the House of Representatives to the Corporation, however the President asked for \$917 million, which is almost \$80 million less. There have been some attempts by Congress to salvage dollars. Commission Chair Reingold asked if there were any proposals that weren't approved previously that could possibly receive the remaining \$110,000. During the discussion, Rick Bentley suggested increasing the Governor's Initiative to \$350,000. Further discussion ensued, Belinda Munson brought to the attention of the Commission that if they haven't seen a proposal for the initial \$250,000, they might have a problem in approving the \$350,000. The Governor's Proposal is not the typical proposal. With the \$350,000 the Commission would expect a geographically balanced program, not just in the Indianapolis area, to address health issues statewide so outside counties will see



benefits as well. Commission Chair Reingold asked the Commissioners if they had any other constraints or conditions, other than the geographic issue, that they would like to consider if moving in the direction of giving \$350,000 instead of \$250,000 for the Governor's Initiative. Rick Bentley stated the board can clearly send a message to the Department of Health that they believe in them (taking into account the geography of the state and the Department of Health and their ability to cover as much of the state as a whole) and asked if it would be possible to have representation from the Department of Health at the next Commission meeting. Rick Bentley moved to allocate the remaining formula funds to the Governor's Initiative and directing staff to ensure that money is divided up through the rest of the state, covering at least all three sections of the state as possible. Phyllis Kincaid seconded. The vote passed 8-0-1. Jackie McCracken abstained.

Due to the time, the following items will be tabled until the next meeting:

- Grant review policy
- Grievance policy
- Election of officers

Mr. Reingold asked the Commission to email him with agenda suggestions and also items to be tabled. The Chair would like to begin committee work at the next commission meeting. The Executive Director suggested that after a study on the Chairman's part that a committee should convene to discuss the grant review policy and/or the Unified State Plan. Mr. Reingold indicated the program committee would convene to review the grant policy and the state plan. Committees will have meetings at the next ICCSV meeting, but Mr. Reingold reminded those in attendance that they may be pretty thin committees (possibly 2 people). The committee structure will also be placed on the agenda for the next meeting.

The next scheduled meeting is August 9<sup>th</sup>, but the date may have to be altered depending upon how many Commissioners attend the multi-state meeting in Omaha, Nebraska. OFBCI will ascertain the possible cost to attend the conference and advise the Commission.

A motion to adjourn the meeting was made by Wesley Simms and seconded by Phyllis Kincaid. The meeting adjourned at 3:05 PM.

Respectfully submitted,

Janet Simpson  
Administrative Assistant